

Appendices

Financial Summaries

Fiscal Year 2014 Adopted Budget Resolution

Fiscal Policies



Hume, Virginia

Financial Summaries

All Funds

Category	FY 2011 Actual	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
<u>Revenue</u>					
General Property Taxes	\$112,425,101	\$113,777,114	\$114,314,002	\$115,694,133	\$117,910,612
Other Local Taxes	12,445,398	12,685,045	13,110,000	13,309,656	13,745,000
Permits, Licenses & Fees	908,532	919,066	1,356,500	1,509,210	946,000
Fines & Forfeitures	470,322	447,742	768,732	613,250	609,000
Use of Money & Property	1,256,090	727,287	720,742	713,450	654,902
Charges for Services	31,395,558	34,289,076	37,522,640	36,679,022	41,218,055
Miscellaneous Revenue	1,912,128	3,345,706	1,763,585	2,842,405	1,984,298
Recovered Costs	1,035,074	1,234,947	998,670	1,308,510	1,082,150
Intergovernmental Revenue	77,280,626	73,527,087	79,231,635	81,642,986	80,554,605
<u>Other Financing Sources</u>	<u>107,987,149</u>	<u>118,797,072</u>	<u>94,370,098</u>	<u>121,078,678</u>	<u>98,491,302</u>
Total Revenue	\$347,115,978	\$359,750,142	\$344,156,604	\$375,391,300	\$357,195,924
<u>Expenditures</u>					
Personnel	\$168,464,421	\$173,119,444	\$183,755,698	\$180,358,062	\$192,068,688
Operating	28,118,928	29,963,525	27,972,321	30,417,122	33,318,103
Capital	9,723,278	20,393,222	3,166,802	29,357,523	4,692,886
Other Charges	21,055,109	20,614,779	20,086,102	19,774,967	15,225,576
<u>Other Use of Funds</u>	<u>121,043,400</u>	<u>111,835,428</u>	<u>112,457,003</u>	<u>112,455,365</u>	<u>114,697,534</u>
Total Expenditures	\$348,405,136	\$355,926,398	\$347,437,926	\$372,363,039	\$360,002,787
Net Change in Fund Balance:	(\$1,289,158)	\$3,823,744	(\$3,281,322)	\$3,028,261	(\$2,806,863)
Fund Balance, July 1:	\$68,404,549	\$67,115,391	\$70,939,135	\$70,939,135	\$73,967,397
Fund Balance, June 30:	\$67,115,391	\$70,939,135	\$67,657,813	\$73,967,397	\$71,160,534

Financial Summaries

General Fund

Category	FY 2011 Actual	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
<u>Revenue</u>					
General Property Taxes	\$107,302,090	\$108,603,792	\$109,165,337	\$110,533,641	\$112,683,554
Other Local Taxes	12,445,398	12,685,045	13,110,000	13,309,656	13,745,000
Permits, Licenses & Fees	889,367	900,061	1,335,000	1,490,810	926,000
Fines & Forfeitures	470,322	447,742	768,732	613,250	609,000
Use of Money & Property	535,161	396,934	463,421	371,014	358,635
Charges for Services	888,273	930,703	1,017,331	1,088,631	1,016,631
Miscellaneous Revenue	178,452	332,461	394,010	411,125	366,384
Recovered Costs	227,953	344,507	151,362	337,211	161,362
Intergovernmental Revenue	28,612,846	28,250,832	28,050,217	28,215,038	28,348,061
<u>Other Financing Sources</u>	<u>905,525</u>	<u>931,450</u>	<u>1,103,830</u>	<u>1,103,830</u>	<u>1,277,028</u>
Total Revenue	\$152,455,387	\$153,823,527	\$155,559,240	\$157,474,206	\$159,491,655
<u>Expenditures</u>					
Personnel	\$37,538,971	\$39,474,258	\$42,729,778	\$42,252,094	\$45,246,131
Operating	9,058,526	9,324,158	9,698,251	10,630,501	10,063,487
Capital	414,765	458,183	212,620	311,462	135,862
Other Charges	11,293,353	11,441,262	11,403,955	10,599,763	11,635,028
<u>Other Use of Funds</u>	<u>94,649,577</u>	<u>94,344,688</u>	<u>92,749,439</u>	<u>94,915,189</u>	<u>93,870,475</u>
Total Expenditures	\$152,955,192	\$155,042,549	\$156,794,043	\$158,709,009	\$160,950,983
Net Change in Fund Balance:	(\$499,805)	(\$1,219,022)	(\$1,234,803)	(\$1,234,803)	(\$1,459,328)
Fund Balance, July 1:	\$24,903,527	\$24,403,722	\$23,184,700	\$23,184,700	\$21,949,897
Fund Balance, June 30:	\$24,403,722	\$23,184,700	\$21,949,897	\$21,949,897	\$20,490,569

Financial Summaries

School Operating Fund

Category	FY 2011 Actual	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
<u>Revenue</u>					
General Property Taxes	\$0	\$0	\$0	\$0	\$0
Other Local Taxes	0	0	0	0	0
Permits, Licenses & Fees	0	0	0	0	0
Fines & Forfeitures	0	0	0	0	0
Use of Money & Property	0	0	0	0	0
Charges for Services	340,329	644,589	0	0	0
Miscellaneous Revenue	331,017	190,474	483,387	700,000	614,065
Recovered Costs	17,447	1,383	23,500	150,000	0
Intergovernmental Revenue	44,525,937	41,693,649	48,165,302	47,500,000	48,570,271
<u>Other Financing Sources</u>	<u>77,167,275</u>	<u>75,664,248</u>	<u>76,892,228</u>	<u>76,892,228</u>	<u>78,392,228</u>
Total Revenue	\$122,382,005	\$118,194,343	\$125,564,417	\$125,242,228	\$127,576,564
<u>Expenditures</u>					
Personnel	\$105,632,197	\$103,842,193	\$111,267,005	\$109,541,665	\$113,134,398
Operating	7,758,872	8,075,220	7,298,797	8,266,646	12,186,975
Capital	634,611	9,522	68,478	473,000	124,728
Other Charges	4,888,205	4,823,241	5,162,674	4,700,058	0
<u>Other Use of Funds</u>	<u>3,394,507</u>	<u>1,744,735</u>	<u>1,770,463</u>	<u>2,280,463</u>	<u>2,130,463</u>
Total Expenditures	\$122,308,392	\$118,494,911	\$125,567,417	\$125,261,832	\$127,576,564
Net Change in Fund Balance:	\$73,613	(\$300,568)	(\$3,000)	(\$19,604)	\$0
Fund Balance, July 1:	\$246,559	\$320,172	\$19,604	\$19,604	\$0
Fund Balance, June 30:	\$320,172	\$19,604	\$16,604	\$0	\$0

Financial Summaries

Capital Improvement Fund

Category	FY 2011 Actual	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
<u>Revenue</u>					
General Property Taxes	\$0	\$0	\$0	\$0	\$0
Other Local Taxes	0	0	0	0	0
Permits, Licenses & Fees	0	0	0	0	0
Fines & Forfeitures	0	0	0	0	0
Use of Money & Property	3,320	15,600	0	9,000	0
Charges for Services	0	0	0	0	0
Miscellaneous Revenue	0	1,731,739	0	781,164	0
Recovered Costs	0	0	0	0	0
Intergovernmental Revenue	517,304	272,885	0	1,609,649	0
<u>Other Financing Sources</u>	<u>8,336,342</u>	<u>23,365,006</u>	<u>200,000</u>	<u>20,664,931</u>	<u>1,374,000</u>
Total Revenue	\$8,856,966	\$25,385,230	\$200,000	\$23,064,744	\$1,374,000
<u>Expenditures</u>					
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	421,165	234,634	0	115,000	0
Capital	3,316,277	12,833,625	200,000	19,800,000	1,374,000
Other Charges	62,268	100,000	0	0	0
<u>Other Use of Funds</u>	<u>7,833,554</u>	<u>686,974</u>	<u>0</u>	<u>400,000</u>	<u>0</u>
Total Expenditures	\$11,633,264	\$13,855,233	\$200,000	\$20,315,000	\$1,374,000
Net Change in Fund Balance:	(\$2,776,298)	\$11,529,997	\$0	\$2,749,744	\$0
Fund Balance, July 1:	\$15,420,718	\$12,644,420	\$24,174,417	\$24,174,417	\$26,924,161
Fund Balance, June 30:	\$12,644,420	\$24,174,417	\$24,174,417	\$26,924,161	\$26,924,161

Financial Summaries

Debt Service Fund

Category	FY 2011 Actual	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
<u>Revenue</u>					
General Property Taxes	\$0	\$0	\$0	\$0	\$0
Other Local Taxes	0	0	0	0	0
Permits, Licenses & Fees	0	0	0	0	0
Fines & Forfeitures	0	0	0	0	0
Use of Money & Property	445,672	137	0	250	0
Charges for Services	0	0	0	0	0
Miscellaneous Revenue	0	0	0	31,298	0
Recovered Costs	0	0	0	0	0
Intergovernmental Revenue	0	195,972	0	425,000	425,000
<u>Other Financing Sources</u>	<u>13,566,891</u>	<u>13,691,206</u>	<u>12,996,945</u>	<u>13,104,206</u>	<u>13,145,868</u>
Total Revenue	\$14,012,563	\$13,887,315	\$12,996,945	\$13,560,754	\$13,570,868
<u>Expenditures</u>					
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	0	0	0	17,500	0
Capital	0	0	0	0	0
Other Charges	0	0	0	0	0
<u>Other Use of Funds</u>	<u>13,566,643</u>	<u>13,673,484</u>	<u>13,446,721</u>	<u>13,543,254</u>	<u>14,230,619</u>
Total Expenditures	\$13,566,643	\$13,673,484	\$13,446,721	\$13,560,754	\$14,230,619
Net Change in Fund Balance:	\$445,920	\$213,831	(\$449,776)	\$0	(\$659,751)
Fund Balance, July 1:	\$0	\$445,920	\$659,751	\$659,751	\$659,751
Fund Balance, June 30:	\$445,920	\$659,751	\$209,975	\$659,751	\$0

Financial Summaries

Non-major Governmental Funds

Category	FY 2011 Actual	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
<u>Revenue</u>					
General Property Taxes	\$5,123,011	\$5,173,322	\$5,148,665	\$5,160,492	\$5,227,058
Other Local Taxes	0	0	0	0	0
Permits, Licenses & Fees	0	0	0	0	0
Fines & Forfeitures	0	0	0	0	0
Use of Money & Property	3,106	4,783	150	42,600	2,000
Charges for Services	4,023,884	4,304,895	4,701,259	4,466,519	4,588,647
Miscellaneous Revenue	442,719	163,645	0	23,198	0
Recovered Costs	789,674	889,057	823,808	821,299	920,788
Intergovernmental Revenue	3,372,840	3,035,125	3,002,116	3,435,409	3,194,473
<u>Other Financing Sources</u>	<u>7,997,103</u>	<u>4,161,058</u>	<u>3,161,095</u>	<u>4,303,186</u>	<u>4,286,178</u>
Total Revenue	\$21,752,337	\$17,731,885	\$16,837,093	\$18,252,703	\$18,219,144
<u>Expenditures</u>					
Personnel	\$3,301,310	\$3,425,507	\$3,749,239	\$3,617,928	\$3,870,019
Operating	5,704,692	6,370,667	5,164,139	4,761,391	5,242,179
Capital	2,863,224	4,274,081	2,569,605	5,005,168	3,032,197
Other Charges	4,643,238	4,061,548	3,281,832	4,284,108	3,362,397
<u>Other Use of Funds</u>	<u>844,927</u>	<u>1,374,074</u>	<u>2,666,021</u>	<u>1,103,830</u>	<u>3,400,136</u>
Total Expenditures	\$17,357,390	\$19,505,877	\$17,430,836	\$18,772,425	\$18,906,928
Net Change in Fund Balance:	\$4,394,947	(\$1,773,992)	(\$593,743)	(\$519,722)	(\$687,784)
Fund Balance, July 1:	\$5,596,751	\$9,991,698	\$8,217,706	\$8,217,706	\$7,697,984
Fund Balance, June 30:	\$9,991,698	\$8,217,706	\$7,623,963	\$7,697,984	\$7,010,200

Financial Summaries

Proprietary Funds

Category	FY 2011 Actual	FY 2012 Actual	FY 2013 Budget	FY 2013 Estimated	FY 2014 Budget
<u>Revenue</u>					
General Property Taxes	\$0	\$0	\$0	\$0	\$0
Other Local Taxes	0	0	0	0	0
Permits, Licenses & Fees	19,165	19,005	21,500	18,400	20,000
Fines & Forfeitures	0	0	0	0	0
Use of Money & Property	268,831	309,833	257,171	290,586	294,267
Charges for Services	26,143,072	28,408,889	31,804,050	31,123,872	35,612,777
Miscellaneous Revenue	959,940	927,387	886,188	895,620	1,003,849
Recovered Costs	0	0	0	0	0
Intergovernmental Revenue	251,699	78,624	14,000	457,890	16,800
<u>Other Financing Sources</u>	<u>14,013</u>	<u>984,104</u>	<u>16,000</u>	<u>5,010,297</u>	<u>16,000</u>
Total Revenue	\$27,656,720	\$30,727,842	\$32,998,909	\$37,796,665	\$36,963,693
<u>Expenditures</u>					
Personnel	\$21,991,943	\$26,377,486	\$26,009,676	\$24,946,375	\$29,818,140
Operating	5,175,673	5,958,846	5,811,134	6,626,084	5,825,462
Capital	2,494,401	2,817,811	116,099	3,767,893	26,099
Other Charges	168,045	188,728	237,641	191,038	228,151
<u>Other Use of Funds</u>	<u>754,192</u>	<u>11,473</u>	<u>1,824,359</u>	<u>212,629</u>	<u>1,065,841</u>
Total Expenditures	\$30,584,254	\$35,354,344	\$33,998,909	\$35,744,019	\$36,963,693
Net Change in Fund Balance:	(\$2,927,534)	(\$4,626,502)	(\$1,000,000)	\$2,052,646	\$0
Fund Balance, July 1:	\$22,236,994	\$19,309,460	\$14,682,958	\$14,682,958	\$16,735,604
Fund Balance, June 30:	\$19,309,460	\$14,682,958	\$13,682,958	\$16,735,604	\$16,735,604

Adopted Budget Resolution

RESOLUTION

A RESOLUTION TO ADOPT AND APPROPRIATE THE FISCAL YEAR 2014 BUDGET, ADOPT THE TAX RATES FOR CALENDAR YEAR 2013, AND ADOPT THE FISCAL YEAR 2014-2019 CAPITAL IMPROVEMENT PROGRAM

WHEREAS, it is the responsibility of the Fauquier County Board of Supervisors (the Board of Supervisors or the Board) to approve and control the County's fiscal plan for Fiscal Year (FY) 2013; and

WHEREAS, the Board of Supervisors has established an objective to adopt a Capital Improvement Program (CIP) each year; and

WHEREAS, on January 31, 2013, the County Administrator submitted the proposed FY 2014-2019 CIP to the Board of Supervisors and the Planning Commission; and

WHEREAS, on February 28, 2013, the County Administrator submitted the Proposed FY 2014 Budget and Calendar Year 2013 Tax Rates to the Board of Supervisors; and

WHEREAS, the Planning Commission conducted two work sessions and held a public hearing on the proposed CIP, and

WHEREAS, the Board of Supervisors' Facilities Planning and Implementation Committee and the full Board of Supervisors conducted two work sessions on the proposed CIP; and

WHEREAS, the Planning Commission recommended on a vote of 3-2 that the Board of Supervisors approve the proposed CIP as proposed by the County Administrator; and

WHEREAS, it is the responsibility of the Fauquier County Board of Supervisors to set the tax rates for Calendar Year 2013; and

WHEREAS, the Board of Supervisors has received comments on the proposed tax rates, the proposed budget, and the proposed capital improvement program from citizens of Fauquier County at a duly advertised public hearing; and

WHEREAS, it is the intent of the Board of Supervisors that departments and agencies shall adhere to the budgeted funds in accordance with departmental budgets presented by the County Administrator and adjusted by the Board of Supervisors; and

WHEREAS, there are funds in the Capital Improvement Fund and the County and School Division Asset Replacement funds which will be unexpended at the end of FY 2013; and

WHEREAS, on March 28, 2012, the Board of Supervisors appropriated \$1,269,925 in General Fund fund balance for the quadrennial reassessment effective January 1, 2014 for anticipated reassessment costs; now, therefore, be it

Adopted Budget Resolution

RESOLVED by the Fauquier County Board of Supervisors this 11th day of April 2013, that the following tax rates for Calendar Year 2013 be, and are hereby, approved, as set forth below; and, be it

RESOLVED FURTHER, That the FY 2014-2019 Capital Improvement Program as amended by Board of Supervisors be, and is hereby, adopted; and, be it

RESOLVED FURTHER, That the following budgets totaling \$266,568,017 be, and are hereby, approved effective July 1, 2013, as set forth below; and, be it

RESOLVED FURTHER, That local tax supported expenditures of the School Division's overall Operating Fund budget of \$127,576,564 shall not exceed \$78,392,228 of local funds; and, be it

RESOLVED FURTHER, That all outstanding encumbrances as of June 30, 2013, are hereby re-appropriated to the 2013-14 fiscal year to the same department or account for which they are encumbered in the 2012-13 fiscal year; and, be it

RESOLVED FURTHER, That all unencumbered appropriations lapse for budget items other than grants, capital projects, and asset replacement projects; and, be it

RESOLVED FURTHER, That appropriations designated for capital projects and asset replacement projects that are unexpended as of June 30, 2013, are hereby re-appropriated to the 2013-14 fiscal year to the same projects. In addition, the County Administrator may approve necessary accounting transfers between funds to enable the proper accounting for capital and asset replacement projects; and, be it

RESOLVED FURTHER, That the approval by the Board of Supervisors of any grant funds to the County constitutes the appropriation of both the revenue to be received from the grant and the County's expenditures required by the terms of the grant, if any. Grant appropriations unexpended as of June 30, 2013, are hereby re-appropriated to the 2013-14 fiscal year for those purposes. Upon completion of a grant project, staff is authorized to close out the grant and transfer any remaining balances back to the funding source; and be it

RESOLVED FURTHER, That all outstanding encumbrances and unencumbered appropriations associated with the reassessment project as of June 30, 2013, are hereby re-appropriated to the 2013-14 fiscal year; and be it

RESOLVED FURTHER, That projects which have been included in the Capital Improvement Program may be funded in future years at the discretion of the Board of Supervisors using a combination of County funds, proffers or funding from third parties; and, be it

RESOLVED FINALLY, That all financial activities, purchases, travel, personnel actions, etc., shall be in accordance with the policies and procedures established by the Board of Supervisors and administered by the County Administrator.

Adopted Budget Resolution

CALENDAR YEAR 2013 COUNTY TAX RATES

REAL ESTATE

General Real Estate \$0.929 per \$100 of assessed valuation

Special District Levy (Countywide)

Fire and Rescue \$0.045 per \$100 of assessed valuation

Conservation Easement \$0.006 per \$100 of assessed valuation

Special District Levy (District Only)

Marshall Electric Light and Business Improvement District Levy \$0.005 per \$100 of assessed valuation

PERSONAL PROPERTY

Tangible Personal Property \$4.65 per \$100 of assessed valuation

Business Furniture, Fixtures, and Equipment \$2.30 per \$100 of assessed valuation

Machinery and Tools \$2.30 per \$100 of assessed valuation

Motor Homes, Campers, and Boats \$1.50 per \$100 of assessed valuation

Motor Vehicle Carriers (30+ passengers) \$1.00 per \$100 of assessed valuation

Fire and Rescue Volunteer Vehicles \$0.25 per \$100 of assessed valuation

Handicap Equipped Vehicles \$0.05 per \$100 of assessed valuation

Aircraft¹ \$0.001 per \$100 of assessed valuation

Mobile Homes \$0.98 per \$100 of assessed valuation

¹Aircraft stored at the Warrenton-Fauquier Airport are subject to a special maintenance fee assessment.

Note: The Bethel Academy Street Service District consists of a \$522.08 surcharge per lot located within the district.

Adopted Budget Resolution

FY 2014 EXPENDITURES

Fund/Department	Amount
General Government	
Board of Supervisors	\$268,409
Commissioner of the Revenue	\$1,348,100
County Administration	\$706,483
County Attorney	\$666,751
Finance	\$1,585,834
Geographic Information Systems	\$291,285
Human Resources	\$1,868,343
Independent Auditor	\$147,594
Information Technology	\$3,212,953
Management & Budget	\$420,825
Registrar	\$412,057
<u>Treasurer</u>	<u>\$1,130,814</u>
Subtotal General Government	\$12,059,448
Judicial Administration	
Adult Court Services	\$944,075
Circuit Court	\$136,565
Clerk of the Circuit Court	\$1,108,348
Commissioner of Accounts	\$2,400
Commonwealth's Attorney	\$1,288,303
General District Court	\$25,985
Juvenile and Domestic Relations Court	\$17,726
<u>Magistrates</u>	<u>\$87,773</u>
Subtotal Judicial Administration	\$3,611,175
Public Safety	
Fire, Rescue and Emergency Management	\$6,130,143
Juvenile Detention and Probation	\$309,457
<u>Sheriff's Office</u>	<u>\$16,686,112</u>
Subtotal Public Safety	\$23,125,712
Public Works	
Environmental Services - Convenience Sites	\$2,594,459
<u>General Services</u>	<u>\$4,924,748</u>
Subtotal Public Works	\$7,519,207

Adopted Budget Resolution

Fund/Department	Amount
Health & Welfare	
Community Services Board	\$411,005
Public Health	\$537,089
<u>Social Services/CSA</u>	<u>\$8,764,437</u>
Subtotal Health & Welfare	\$9,712,531
 Culture	
Library	\$2,163,114
Lord Fairfax Community College	\$54,981
<u>Parks and Recreation</u>	<u>\$3,565,709</u>
Subtotal Culture	\$5,783,804
 Community Development	
Agriculture Development	\$49,535
Community Development	\$3,281,545
Contributions	\$424,319
Cooperative Extension	\$118,333
Economic Development	\$397,522
John Marshall Soil & Water Conservation	\$143,991
<u>Planning Commission & Board of Zoning Appeals</u>	<u>\$148,386</u>
Subtotal Community Development	\$4,563,631
 Non-Departmental	
Non-Departmental	<u>\$1,140,705</u>
Subtotal Non-Departmental	\$1,140,705
 Transfers	
Affordable Housing Fund	\$221,632
Airport Enterprise Funds	\$16,000
Capital Improvement Program Fund	\$400,000
County Asset Replacement Fund	\$1,259,042
Debt Service Fund	\$13,145,868
School Division Operating Fund	<u>\$78,392,228</u>
Total Transfers	\$93,434,770
Total General Fund	\$160,950,983

Adopted Budget Resolution

Fund/Department	Amount
Other Funds	
Affordable Housing	\$221,632
Airport Enterprise Fund	\$915,346
Ambulance Revenue Fund	\$1,579,693
Capital Improvement Program Fund	\$1,374,000
Conservation Easement Service District Fund	\$801,878
County Asset Replacement Fund	\$1,294,042
Debt Service Fund	\$14,230,619
Environmental Services Fund - Landfill	\$4,596,559
Fleet Maintenance Fund	\$3,763,090
Health Insurance Fund	\$27,688,698
Volunteer Fire & Rescue Association	\$5,318,985
School Division Operating Fund	\$127,576,564
School Nutrition Fund	\$5,373,606
School Textbook Fund	\$980,749
Regional Governor's School Fund	\$1,008,188
<u>School Asset Replacement Fund</u>	<u>\$2,328,155</u>
Total Other Funds	\$199,051,804
 Subtotal All Funds	 \$360,002,787
Less Transfers	<u>(\$93,434,770)</u>
Total Appropriations:	\$266,568,017

Adopted Budget Resolution

FY 2014 REVENUES

Source	Amount
LOCAL REVENUE	
General Property Tax	
Real Estate	\$87,195,094
Public Service	\$6,570,000
Personal Property	\$15,900,000
Rollback Taxes	\$50,000
Bethel Academy	\$58,460
Delinquent Real Property	\$1,100,000
Delinquent Public Service	\$60,000
Delinquent Personal Property	\$480,000
Penalties	\$855,000
<u>Interest</u>	<u>\$415,000</u>
Total General Property Tax	\$112,683,554
 Other Local Taxes	
Sales Tax (Local)	\$7,400,000
Utility Tax	\$1,400,000
Utility Consumption Tax	\$190,000
BPOL Tax	\$1,305,000
Auto Decals	\$1,750,000
Bank Stock Tax	\$100,000
Recording Tax & Fees (Deeds)	\$1,480,000
Recording Tax & Fees (Wills)	\$30,000
<u>Transient Occupancy Tax</u>	<u>\$90,000</u>
Total Other Local Taxes	\$13,745,000
 Permit, Fees, and Licenses	
Dog Tags	\$40,000
Land Use Fees	\$10,000
Transfer Fees	\$2,000
Concealed Weapon Permits	\$2,000
Police Background Checks	\$2,000
<u>Community Development Fees</u>	<u>\$870,000</u>
Total Permits, Fees, and Licenses	\$926,000
 Fines and Forfeitures	
Local Fines	\$600,000
Zoning Violation Fines	\$3,000
<u>Interest on Local Fines</u>	<u>\$6,000</u>
Total Fines and Forfeitures	\$609,000

Adopted Budget Resolution

Source	Amount
Use of Money and Property	
Interest Income - General Fund	\$150,000
Rental of County Property	\$44,110
Rental Health Department	\$25,700
Rental of Armory	\$12,000
<u>Rental Hospital Hill Property</u>	<u>\$126,825</u>
Total Use of Money and Property	\$358,635
 Charges for Services	
Excess Fees	\$90,000
Remote Access Clerk Fee	\$20,000
Sheriff Fees	\$3,742
Courtroom Security	\$200,000
Detention Fee	\$4,500
Law Library Fees	\$16,000
Local Cost	\$18,000
Inmate DNA	\$500
Inmate Processing Fee	\$7,000
Commonwealth's Attorney Fees	\$3,000
County Attorney Fees	\$8,000
Correction & Detention Charges	\$53,000
Street Signs	\$1,200
Fingerprinting Fees	\$9,000
Parks & Recreation	\$497,589
Library Fees	\$75,000
Sales of Tax Maps	\$100
<u>Sales of GIS Maps</u>	<u>\$10,000</u>
Total Charge for Services	\$1,016,631

Adopted Budget Resolution

Source	Amount
Miscellaneous Revenue & Recovered Costs	
Farm Tour Donations	\$2,000
Admin Fees - Debt Set-Off	\$70,000
Lien Fees - Treasurer	\$41,100
Lien Fees - County Attorney	\$2,000
Commonwealth's Attorney Collection Fees	\$117,000
HR Background Checks	\$40,000
Wellness Dollars	\$15,000
HR Miscellaneous Revenue	\$22,680
Town Election Reimbursement	\$13,424
Town Code Red Emergency System Recoveries	\$5,000
Miscellaneous Revenue	\$38,180
Other Government Charges	\$10,500
Jail Boarding - Other Governments	\$500
Work Release	\$65,000
Canteen Medical Reimbursements	\$6,500
Home Incarceration Fees	\$22,000
CSA Refunds	\$10,000
Warrenton Community Center Recovered Costs	\$19,000
Radio Reimbursement - Culpeper/Rappahannock	\$25,862
<u>Miscellaneous Recoveries</u>	<u>\$2,000</u>
Total Miscellaneous Revenue & Recovered Costs	\$527,746
 Total Local Revenue	 \$129,866,566
 STATE REVENUE	
Non-Categorical Aid	
Rolling Stock Tax	\$85,000
Mobile Home Titling Tax	\$18,000
Rental Car Tax	\$5,000
Personal Property Tax Relief	\$13,659,496
<u>Communication Tax</u>	<u>\$3,000,000</u>
Total Non-Categorical Aid	\$16,767,496

Adopted Budget Resolution

Source	Amount
Shared Expenses	
Commonwealth's Attorney	\$471,536
Sheriff	\$3,463,723
Commissioner of the Revenue	\$176,444
Treasurer	\$148,699
Registrar	\$62,244
Clerk of the Court	\$481,584
<u>Adult Confinement – Detention</u>	<u>\$225,000</u>
Total Shared Expenses	\$5,029,230
 Categorical Aid	
Social Services	\$1,277,256
Comprehensive Services Act	\$1,913,225
Bright Stars Initiative	\$54,000
Recordation Tax	\$450,000
Library Aid	\$151,041
Commissioner of the Arts	\$5,000
Jury Duty Reimbursement	\$30,000
Adult Court Services – Pretrial	\$240,602
Community Corrections	\$253,240
Juv. Community Crime Control	\$36,836
E-911 Wireless Program	\$108,272
Prisoner Transportation	\$15,000
Armory	\$8,500
<u>Miscellaneous</u>	<u>\$2,000</u>
Total Categorical Aid	\$4,544,972
 Total State Revenue	\$26,341,698
 FEDERAL REVENUE	
Welfare Administration	\$1,859,308
<u>Public Safety</u>	<u>\$147,055</u>
Total Federal Revenue	\$2,006,363
 INTERGOVERNMENTAL	
Volunteer Fire and Rescue Fund	\$166,619
<u>Ambulance Revenue Fund</u>	<u>\$1,110,409</u>
Total Intergovernmental	\$1,277,028
 Use of Fund Balance	\$1,459,328
 Total General Fund	\$160,950,983

Adopted Budget Resolution

Source	Amount
OTHER FUNDS	
Affordable Housing Fund	\$221,632
Airport Enterprise Funds	\$915,346
Ambulance Revenue Fund	\$1,579,693
County Asset Replacement	\$1,294,042
Capital Improvement Program Fund	\$1,374,000
Conservation Easement Service District Fund	\$801,878
Debt Service Fund	\$14,230,619
Environmental Services Enterprise Fund - Landfill	\$4,596,559
Fleet Maintenance Fund	\$3,763,090
Health Insurance Fund	\$27,688,698
Volunteer Fire & Rescue Association Fund	\$5,318,985
School Division Operating Fund	\$127,576,564
School Division Nutrition Fund	\$5,373,606
School Division Textbook Fund	\$980,749
School Division Asset Replacement Fund	\$2,328,155
<u>Regional Governor's School Fund</u>	<u>\$1,008,188</u>
Total Other Funds	\$199,051,804
 Total All Funds	 \$360,002,787
<u>Less Local Support</u>	<u>(\$93,434,770)</u>
Total Revenue	\$266,568,017

County Fiscal Policies

Policy: County Funds Structure & Uses **Effective Date: July 1, 2010**

I. Purpose

The purpose of the County Fund Structure and Uses policy is to establish and identify the structure and relationship between County funds. The Fauquier County Board of Supervisors is committed to the prudent management of County finances, promoting fiscal integrity and planning for the adequate funding of services desired by the public. The County Funds Structure and Uses policy establishes the framework for the County's overall fiscal planning and management.

II. Scope

This policy applies to the County's governmental and proprietary funds. For the purposes of this policy, a fund is defined as a mechanism employed for budgeting and accounting purposes to segregate resources related to specific activities. Fund types described in this policy consist of two major categories:

- A. Governmental Funds - General use funds typically consisting of activities supported by taxes, grants and similar resources.
- B. Proprietary Funds – Business-type activities consisting of self-funded enterprises or the provision of internal services to other governmental units.

Resource requirements for both types of funds are reviewed and appropriated by the Board of Supervisors during its annual budget process and revisited as circumstances require over the course of the fiscal year.

III. Governmental Funds

The County's governmental funds employ modified accrual accounting and are budgeted on the same basis. This category also includes special revenue funds that are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects. Accounting and budgeting procedures must be consistent with generally accepted accounting principles (GAAP). The following funds are categorized as governmental funds:

- A. General Fund – The primary operating fund for all non-education governmental activities. The General Fund is supported by a combination of local tax revenue, fees, charges for service, intergovernmental revenues, and outside grant funding.
- B. School Operating Fund – The primary fund for all education-related governmental activities. School Operating Fund revenue consists of a transfer from the County's General Fund, aid from the State and Federal governments, as well as various charges for service. The School Board has direct control over the allocation of resources within this fund.

County Fiscal Policies

- C. Debt Service Fund – This fund provides for the repayment of debt service on municipal debt issued to construct facilities. Additional information regarding the Debt Service Fund may be found in the Debt Issuance and Management Policy (FC-4).
- D. Asset Replacement Funds – The County maintains separate asset replacement funds for the General Government and the School Division. The Asset Replacement Funds provide for the financing of major maintenance and systems replacement, renovations and major asset replacements, principally through the accumulation of cash funding and various grants.
- E. Capital Improvement Fund – This fund provides for the acquisition, construction or total replacement of physical facilities to include additions that increase the square footage of an existing facility using a combination of cash funding and debt financing.
- F. Affordable Housing Fund – This fund supports the County’s efforts to increase opportunities for work force housing. The Affordable Housing Fund is supported by grants, proffers, and a transfer from the General Fund.
- G. Ambulance Billing Fund – This fund provides for the administration of the County’s ambulance revenue recovery program. Revenue generated from the County’s ambulance fee supports career and volunteer emergency medical service expenses.
- H. Conservation Easement Service District Fund – This fund provides for the administration of the County’s purchase of development rights program. The PDR program is funded by a dedicated real estate tax levy.
- I. Volunteer Fire and Rescue Association Fund – This fund supports expenditures for the County’s volunteer fire and rescue system. The VFRA Fund is supported by a dedicated real estate tax levy.
- J. Parks and Recreation Fund – This fund is used for private donations to support parks and recreation facilities and programs.
- K. Library Fund – This fund is used to account for private donations to support library facilities and programs.
- L. Proffer Fund – This fund is used for contributions from developers to support the impact on infrastructure from new housing growth.
- M. Vint Hill Transportation Fund – This fund accounts for the contributions received from developers to support the expansion of roads in the Vint Hill area.
- N. Non-Major School Division Funds – The School Division maintains several non-major funds for accounting purposes, consisting of the School Nutrition Fund, Textbook Fund and the Regional Governor’s School Fund, which is a fiduciary fund. These funds are supported by a combination of outside grants, fees and a transfer from the School Operating Fund.

IV. Proprietary Funds

The County’s proprietary funds employ a full accrual accounting method that recognizes the financial effect of transactions, events and interfund activities when they occur, regardless of the timing of related cash flows. The following funds are to be categorized as proprietary funds:

County Fiscal Policies

- A. Internal Service Funds – These funds are used to account for goods or services provided by one department or agency to another governmental unit on a cost reimbursement basis. Examples of internal service funds include the Fleet Maintenance and Health Insurance funds.
- B. Enterprise Funds – These funds house activities that are financed and operated as self-supporting activities. Examples of enterprise funds include the Environmental Services Fund and the Warrenton-Fauquier Airport Fund.

County Fiscal Policies

Policy: Budget Adjustment Guidelines **Effective Date: February 12, 2009**

- I. Purpose
The purpose of the Transfer and Supplemental Appropriation policy is to establish procedures for revising the Board of Supervisors' adopted fiscal plan and to set forth the specific approvals required to implement proposed changes.
- II. Scope
This policy applies to all General County Government departments and agencies, and to the School Division in the case of supplemental appropriations and carryovers.
- III. Budget Action Form
Agencies and staff requesting revisions to their adopted budgets will submit a Budget Action Form (BAF) to the County Budget Office. Budget staff will either authorize the change or submit recommendations to the County Administrator, depending on the type of request and the requirements described by this policy.
 - A. Transfers: A transfer involves the movement of budgetary appropriations within a departmental or agency budget or between agency budgets, provided that the proposed action does not impact overall appropriations at the fund level.
 - 1. To initiate a request for transfer the initiating department(s) shall complete a Budget Action Form (BAF).
 - 2. This form shall be reviewed by the Budget Office which shall be tasked with reviewing the justification for the transfer and providing a written statement of findings and recommendations.
 - 3. All requests for budget transfers must provide justification and be signed by the initiating department head(s).
 - 4. Departments are responsible for ensuring that expenditures are reconciled with budgets for the following categories: personnel, operations, and capital.
 - B. Transfer Approvals (Between Departments in the Same Fund):
 - 1. The Budget Office is the approval authority for all intra-departmental transfers (transfers within a department).
 - 2. The Budget Office is the approval authority for all inter-departmental transfers of less than \$50,000.
 - 3. The County Administrator is the approval authority for all inter-departmental transfer requests of \$50,000 and above.
 - 4. Transferring appropriations between the personnel and non-personnel categories will be allowed on an exception basis only, subject to a positive recommendation from the Budget Office and approval by the County Administrator.
 - 5. The Board of Supervisors is the approval authority, upon review and recommendation of the Finance and/or Personnel Committees, for all transfer requests to establish full-time or part-time permanent positions or any action that would create a multi-year financial commitment.

County Fiscal Policies

6. The Board of Supervisors is the approval authority, upon recommendation of the Finance Committee, for all requests to transfer appropriations from the Undedicated Contingency Reserve or a Dedicated Contingency Reserve.
 7. The initiating Department(s) may appeal a determination of the Budget Office to the County Administrator.
 8. Initiating Department(s) that do not report to County Administration may appeal a determination of the County Administrator to the Finance Committee.
- C. Supplemental Appropriations: Supplemental Appropriations involve actions that increase or decrease the overall budget appropriation for the County Budget or a Fund contained therein. Funding sources for these changes may include grants, unanticipated revenues, inter-Fund transfers or the use of Fund Balance.
- D. Supplemental Appropriation Approval:
1. The Budget Office will prepare an annual appropriations resolution that will authorize staff to carry forward appropriations authority for unexpended grants and encumbrances from the prior fiscal year as part of the annual closeout process.
 2. All requests for supplemental appropriation that do not fall under the preceding guideline require the Board of Supervisors' approval upon recommendation of the Finance Committee.
- E. Supplemental Appropriations – Public Hearing
1. The Code of Virginia (Sec. 15.2-2507) requires a public hearing when supplements to the budget exceed 1% of the total budget.
 2. The Budget Office has administrative responsibility to ensure that statutory requirements are met in regard to budget adjustments.
- F. Schools Categorical Transfers: For the purpose of this policy, transfers between School budgetary categories shall also require Board of Supervisors approval, provided that the School budget was approved using categorical appropriations.
- G. Capital Projects (CIP and Enterprise Funds):
1. Intra-Project Transfers: Transfers within project budgets are subject to the same procedures as intra-departmental transfers, described in Section III.A of this policy.
 2. Inter-Project Transfers: The Board of Supervisors is the approval authority, upon recommendation from the Finance Committee, for all requests for transfer between capital projects.
 3. Project Activity (CIP Fund): All capital projects having no activity (expenditure) within an 18 month period will be identified and submitted to the Finance Committee for review. Any of the projects for which there is no justified reason for inactivity will be closed and any residual funding will be transferred to the appropriate construction reserve account (County or Schools). These funds will be available for other County/School capital needs as determined by the Board of Supervisors.

County Fiscal Policies

4. Project Activity (Enterprise Funds): Inactive capital projects are subject to the same review process as identified in the previous section. Funding from closed projects will be de-appropriated and designated as unobligated fund balance for future use.

County Fiscal Policies

Policy: Fund Balance Management **Effective Date: May 12, 2011**

I. Purpose

The Board of Supervisors recognizes the significance of maintaining an appropriate level of fund balance as one component of sound financial management; and, therefore, formally establishes this policy for the County's Fund Balance. An adequate fund balance level is an essential element in both short-term and long-term financial planning, and serves to mitigate the impact of future risks, sustain operations during economic downturns, and enhance creditworthiness. Through the maintenance of adequate levels of fund balance, the County can help stabilize funding for operations, stabilize taxes and fees, and realize cost savings in issuing debt. The County has achieved a prudent level of fund balance to enable it to set aside the funds needed to meet the target established herein.

II. Scope

This policy establishes the level of unassigned fund balance required for the County's General Fund and fund balance management. It sets forth the levels deemed appropriate for County operations, and the protocol for the use and maintenance of the established levels. Further, the policy discusses the fund balance of other funds and the impact on the General Fund. This policy is established on the modified accrual basis of accounting for governmental funds.

III. Components of Fund Balance

Fund Balance is the difference between assets and liabilities reported in governmental funds. It serves as a measure of financial resources available for current operations. The Governmental Accounting Standards Board prescribes the classification scheme for components of fund balance. The types of fund balance components are non-spendable, restricted, committed, assigned and unassigned. The policy will focus on the amount remaining after accounting for non-spendable and restricted fund balance, which is comprised of three elements; committed, assigned and unassigned fund balance.

County Fiscal Policies

Types	Definition	Example
Non-spendable:	Amounts that cannot be spent because they are not in spendable form, or for legal or contractual reasons, must be kept intact.	<ul style="list-style-type: none"> • inventory, • prepaid assets, • long-term receivables • Corpus of an endowment fund
Restricted:	Constraints placed on the use of these resources are either externally imposed by creditors, grantors, contributors, or other governments; or imposed by law through constitutional provisions or enabling legislation.	<ul style="list-style-type: none"> • federal grants, • unspent bond proceeds, • bond covenants, • taxes raised for a specific purpose
Committed:	Financial resources that can only be used for specific purposes pursuant to constraints imposed by formal action of the Board of Supervisors. Constraints may only be removed or changed by taking the same type of action previously committing these amounts.	<ul style="list-style-type: none"> • Requires action by the highest level of decision making authority. No delegation of authority is allowed • Limitation imposed no later than the close of the reporting period • “Rainy Day” funds with limitation imposed by formal action pursuant to this category. • Encumbrances (amounts imposed by formal action)
Assigned:	That portion of fund balance intended to be used for a specific purpose as expressed by the Board of Supervisors a local body, or official to which the Board of Supervisors has delegated the authority to assign amounts including but not limited to the County Administrator and the Office of Management and Budget.	<ul style="list-style-type: none"> • Encumbrances (Amounts imposed by informal action pursuant to this category, but that are neither restricted nor committed) • Recommended use of fund balance at year-end
Unassigned:	That portion of unrestricted fund balance that has not been committed or assigned for other uses; therefore, it is available to spend in future periods.	10% set aside for emergency needs as approved by Board of Supervisors

County Fiscal Policies

IV. Fund Balance Requirements

- A. The Government Finance Officers Association recommends that at a minimum, the total of committed, assigned and unassigned fund balance in the General Fund be available to cover at least two months of operating revenues or expenditures. The County sets the level of fund balance needed to mitigate risks and minimize costs associated with debt as follows:
 - 1. The minimum level of unassigned fund balance at each fiscal year end shall be set at ten percent (10%) of general operating revenues.
 - 2. Ten percent (10%) is identified as the minimum amount needed to safeguard the County's financial stability and as one component in maintaining its bond ratings. This level, when combined with committed and assigned balances, provides the County with sufficient funds to operate in excess of two months without interrupting service levels.
- B. Appropriations from the fund balance below the minimum of ten percent of operating revenue shall occur only in the event of emergency needs as approved by the Board of Supervisors.
- C. Unassigned fund balance amounts that exceed ten percent may be transferred to the Capital Projects Fund construction reserve account for future construction needs.
- D. Fund balance shall be evaluated during the annual budget process. It shall be the goal of the Board of Supervisors to adopt a budget that maintains the target established herein.
- E. When both restricted resources and other resources are available to be used for the same purpose, it is the County's policy to use restricted resources first, and then committed, assigned and unassigned fund balance as they are needed.

V. Policy Compliance

- A. The County's Finance Department in coordination with the Office of Management and Budget shall submit an annual report to the Finance Committee upon completion of the audit. If the County does not meet its target, a compliance plan shall be submitted to the Board for approval which will meet this policy by the end of the subsequent fiscal year.
- B. The County shall demonstrate compliance with this policy in its annually adopted budget.

VI. Governmental Fund Categories and Fund Types

A. General Fund

- 1. The County's general operating fund accounts for all governmental activities unless required to be accounted for in another fund.

B. Capital Projects Funds

- 1. Fund balances in the Capital Funds are maintained to support the projects adopted in the Asset Replacement and Capital Improvement Program. The balances in these funds are either committed or assigned for specific projects/uses.
- 2. Annually, cash transfers are made from the supporting operating fund for projects that are approved as cash basis.

County Fiscal Policies

3. Debt proceeds are maintained in the Capital Projects Fund for those projects funded with debt.
4. The fund balance in these funds minimizes any potential liability for the General Fund.

C. Special Revenue Funds

1. Any revenue in excess of expenditures is retained in these funds. If expenditures are approved in excess of revenues, the General Fund will bear the cost. The fund balance target established for the General Fund takes this potential liability into account.

D. Schools Operating Fund

1. The Schools Operating Fund does not maintain a fund balance.
2. At each fiscal year-end if revenue exceeds expenditures, after accounting for carry forward expenditures, the surplus is allocated by resolution. The General Fund is the primary support for the Schools Operating Fund. In the event, the Schools experience revenue shortfalls or increased costs of operation, the General Fund may be impacted. The fund balance target established for the General Fund takes this liability into account.

E. Proprietary Funds

1. The County currently has four Proprietary Funds: Landfill & Recycling Fund, Airport, Fleet Maintenance and Health Insurance.
2. These operations are intended to be self-supporting. As such, the charges for services should be adjusted to cover any deficits.
3. In the event of deficits, the General Fund may approve a loan to cover the deficit with an appropriate repayment schedule. The fund balance target established for the General Fund takes this liability into account.

F. Debt Service Funds

1. The Debt Service Fund provides for the payment of debt service, both principal and interest, to fund capital projects. In the event debt service expenditures exceed budget, the General Fund will be impacted. The fund balance target established for the General Fund takes this liability into account.

County Fiscal Policies

Policy: Debt Issuance & Management **Effective Date: December 10, 2009**

I. Purpose

The purpose of the Debt Issuance and Management policy is to establish procedures for the financing of major capital projects and policies for the issuance and management of debt.

II. Scope

This policy applies to the financing of all General County Government and School Division capital facilities projects and the management of outstanding debt (including expenses relating to activities associated with the Volunteer Fire and Rescue and Conservation Easement Service District fund).

III. Debt Referendum Policies

Capital Improvement Program: The County will develop and the Board of Supervisors will adopt a multi-year plan for capital improvements.

1. All capital improvement projects will be implemented in accordance with the adopted Capital Improvement Program.

Cash Financing: The Board of Supervisors will attempt to fund not less than 10% of the Capital Improvement Program's construction costs from current financial resources.

Referendum Requirements: The County will consider the use of general obligation debt on facility construction projects or acquisitions requiring at least \$25,000,000 in debt issuance. Issues requiring the threshold amount of debt issuance shall be subject to voter referendum regardless of the financial mechanism.

1. The County will confine long-term borrowing and capital leases to capital improvements, projects, and/or equipment that cannot be financed from current financial resources.
2. The Board of Supervisors may, by majority vote, waive the referendum requirement to the extent allowed by law in order to meet a critical health and/or public safety need, or in conjunction with a court order.
3. The Board of Supervisors may authorize cash expenditures for reasonable related expenses in preparation for a referendum. These expenditures may include preliminary architectural and engineering design work needed to provide County citizens with adequate details on the referendum issue. Funding will be made in accordance with existing Finance Committee policies.
4. The County will not fund current operations from the proceeds of borrowed funds.

V. Debt Management Policies

A. Debt Capacity: The County's debt capacity will be defined as 10% of the aggregate total of budgeted revenue in the General Fund, Volunteer Fire and Rescue Fund and the Conservation Easement Service District Fund.

County Fiscal Policies

1. Payments on debt issued for the County's enterprise funds (e.g. the Airport Fund and the Environmental Services Fund) shall be incorporated into the business models for those funds and not considered as part of the annual debt capacity calculation.
- B. Debt Service Fund: The Debt Service Fund will provide for the payment of debt service, both principal and interest, on municipal debt issued to construct facilities.
1. The Fund will track debt service payments for educational and non-educational facilities, as well as public safety and conservation projects supported by the Volunteer Fire and Rescue and Conservation Easement Service District funds.
 2. Debt service payments on enterprise fund debt shall be included in the respective enterprise funds' annual budgets.
 3. The Debt Service Fund will be appropriated by the Board of Supervisors as part of the annual budget process, but will represent the long-term financing costs resulting from policy decisions made by the Board of Supervisors and the School Board as expressed by the Capital Improvement Program.
 4. The County will make every effort to apply reductions in annual debt service payments toward future capital needs and/or debt reduction.

